

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

**1 FROM (AGENCY OR ESTABLISHMENT)**

U.S. Department of Housing & Urban Development

**2 MAJOR SUBDIVISION** Asst. Secty. for Housing-Federal Housing  
Commissioner - Office of Finance and Preservation

**3 MINOR SUBDIVISION**

Property Disposition Division

**4 NAME OF PERSON WITH WHOM TO CONFER**

Marvin Hilman & Jacqueline Campbell

**5 TEL EXT**

755-5740

LEAVE BLANK

**JOB NO**

NC1-207-83-4

**DATE RECEIVED**

9-16-83

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-20-83

Date

Archivist of the United States

**6 CERTIFICATE OF AGENCY REPRESENTATIVE**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

<b>C DATE</b> 9/16/83	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> Robert J. Devlin	<b>E TITLE</b> Departmental Records Management Officer Room 5276 - 426-1891	
<b>7 ITEM NO</b>	<b>8 DESCRIPTION OF ITEM</b> (With Inclusive Dates or Retention Periods)		<b>9 SAMPLE OR JOB NO</b>
	<p>Records Disposition Schedule 7, Records Relating to Property Disposition</p> <p>This requests a change in the presently approved item 15, 16 and 18 of this schedule to increase the retention period from three to six years after the year of sales closing, or upon conclusion of any or all disputes, whichever is later. Pursuant to Federal law civil actions can be commenced against the United States up to six years after the right of action first accrues. 28 U.S.C. s2401 (a) copy enclosed. The above addition of three years will adequately protect the Department in future legal matters. This change will also correct an omission to show the difference in retention periods of records of properties sold with and without FHA mortgage insurance.</p> <p><u>Item No.</u></p> <p>15. Field Office individual property files involving single family properties acquired by the Secretary and sold. These files relate to the acquisition, management, rental, operation, repair, and disposition of Secretary-held properties.</p> <p><b>MASS DATA CHANGE SHEET ATTACHED</b></p>		<p>Re. NCI 207-79-13, approved 11-25-79</p> <p>Housing Management Concurrence (Leslie H. Graham, Jr.)</p> <p>Multifamily Housing Program (M. Hillman) Concurrence</p> <p>Legal Concurrence Multifamily (Richard Lasner)</p> <p>6 items</p>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Disposition</u></p> <p>a. <u>As Is, All Cash Sales (without mortgage insurance):</u> Transfer to Federal Records Center one year after sale of property. Destroy <del>three</del><sup>six</sup> years after sale of property, or upon conclusion of any or all disputes, whichever is later.</p> <p>b. <u>Repaired Sales (with mortgage insurance):</u> Transfer to Federal Records Center one year after sale of property. Destroy six years after (1) full payment of mortgage (mortgage is normally for 30 years), (2) termination of mortgage insurance, or (3) upon conclusion of any or all disputes, whichever is later.</p> <p><u>Item No.</u></p> <p>16. Headquarters Property Disposition Multifamily Housing Project Master and Sales Files: These files contains original processing forms, preacquisition reports, acquisition notices, closing notices, management reviews, contracts of sale, and related correspondence and sales documents of properties acquired by the Secretary and sold.</p> <p><u>Disposition</u></p> <p>a. <u>Cash Sales (without mortgage insurance):</u> Transfer to Federal Records Center one year after sale of property. Destroy six years after sale of property, or upon conclusion of any or all disputes, whichever is later.</p> <p>b. <u>Term Sales or Cash Sales (with mortgage insurance):</u> Transfer to Federal Records Center one year after year of sale of property. Destroy six years after (1) full payment of mortgage (mortgage is normally for 40 years), (2) termination of mortgage insurance or (3) upon conclusion of any or all disputes, whichever is later.</p>		<p><i>David E. Pinsky</i> (David E. Pinsky) Legal Concurrence Single Family <i>Freeman B. Grote</i> Single Family Housing Program Concurrence (Freeman B. Grote)</p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Item No.</u></p> <p>18. Field Office individual property files and project master files involving multifamily properties acquired by the Secretary and sold. These files relate to the acquisition, management, rental, operation, repair, and disposition of Secretary-held properties.</p> <p><u>Disposition</u></p> <p>a. <u>Cash Sales (without mortgage insurance)</u>: Transfer to Federal Records Center one year after sale of property. Destroy six years after sale of property, or upon conclusion of any or all disputes, whichever is later.</p> <p>b. <u>Term Sales or Cash Sales (with mortgage insurance)</u>: Transfer to Federal Records Center one year after sale of property. Destroy six years after (1) full payment of mortgage (mortgage is normally for 40 years), (2) termination of mortgage insurance, or (3) upon conclusion of any or all disputes, whichever is later.</p>		